

DEPARTMENT OF TRANSPORTATION

ADMINISTRATION

DIVISION OF PROCUREMENT AND CONTRACTS

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<http://caltrans-opac.ca.gov>*Serious drought.
Help save water!***Current Date****Contract Number: XXXXXX****Attn: Consultant's Contact Person, Title**

This is to confirm that you are scheduled for an interview with the Consultant Selection Committee for Agreement Number **XXXXXX** for (Insert **Type and General Title of Service**) on (**Day of Week, Month, Day, Year,**) at the scheduled arrival time (**Time am/pm**), in the California Department of Transportation (Caltrans), located at (**Street Address, Suite/Floor, City**). If your firm's team has a conflict with the scheduled date and time, our office is under no obligation to accommodate your firm's request for changes.

It is the State's policy that every visitor is required to present a driver's license or other form of photo identification to the security guard before being admitted into a State building. Please ensure that each member of your team has the appropriate identification.

We will discuss your approach to performing the work within the Scope of Work/Deliverables. A **DRAFT SCOPE OF WORK/DELIVERABLES** is enclosed for your review. Be prepared to comment on deficiencies you might see in the Scope of Work.

After your scheduled arrival time, you will be given time to review Technical Scenario Questions, in the same room as the **Consultant Selection Committee**. This review time will be closed book with no white boards, easels, or electronic devices permitted.

During the presentation portion of the interview, you will be required to present challenges and approaches to deliver the **attached Example Task Order**, which is for evaluation purposes only. This includes a discussion of the proposed Consultant's (prime and subs) ten (10) employees, with different classifications from your SOQ, whom you would assign to work on the provided Example Task Order.

You are required to email a list of the proposed 10 employees, with the proposed contract role for each employee no later than 10:00 AM on xx/xx/xxxx (**10:00 AM one day prior the interview date**) to **DPAC Contract Analyst Name** at **email address** and **Caltrans Contract Manager Name** at **email address**. The proposed 10 employees are not required to attend the interview as part of your presentation; however, the Consultant Contract Manager is expected to attend. Absence of the Consultant Contract Manager may limit the firm's ability to answer all questions.

The Consultant Selection Committee will use the criteria in forms ADM 2028a Enhanced, ADM 2028b Enhanced, and ADM 2028c Enhanced as the basis for the evaluation, scoring and ranking of consultants interviewed. All forms are available at:

XXXXXXX
XXXXXXX
XXXXXXX

<http://www.dot.ca.gov/hq/dpac/enhancedprocessdocuments.htm> or may be obtained by contacting the contract analyst named in the RFQ Notice.

The Final Evaluation process will include the following:

a. Example Task Order Presentation:

Firms will be required to demonstrate their approach to performing the work, challenges, alternate solutions, and key staff's availability and ability to deliver the services.

Your presentation should be no longer than xx minutes and should address the factors listed on the attached Consultant Evaluation Form/Final Evaluation ADM2028a Enhanced dated _____. Exhibits are permitted during the presentation.

b. Oral response to Technical Scenario Questions:

Firms will be provided 20 to 30 minutes to review the Technical Scenario Interview Questions prior to oral presentations.

c. Closing Statement:

Firms will be allowed two (2) minutes to augment their answers to the Technical Scenario Questions only.

d. Initial Evaluation Score:

The Firm's Initial Evaluation Score will account for 25 percent of the final score.

The Consultant Selection Committee will evaluate the shortlisted firms independently, and submit their score to the Consultant Selection Committee Chair for compilation. The Consultant Selection Committee will then collectively document the strengths and weaknesses of each firm, and prepare the Consensus Ranking (ADM 2028c-Enhanced-Consensus) form and Certify the Final Evaluation.

Be advised that if you include former Caltrans employees in your organization chart, and they have not been separated from the State for more than one year, they may not participate in the interview or negotiation process. This is in accordance with section III, Post-Government Employment Restrictions, of the Statement of Qualifications (SOQ) Submittal Instructions. In addition, only individuals who are listed on your organizational chart or that meet the minimum requirements stated in the Request for Qualifications (RFQ) will be allowed to attend the interview. An exception will be made for staff required to operate any audiovisual (AV) equipment. An AV operator who is not listed on the organizational chart or does not meet the minimum requirements listed in the RFQ will only be allowed to operate the AV equipment and cannot participate in any other manner. Caltrans does not provide audiovisual equipment (i.e. screens, projectors, extension cords, etc.) for presentations.

XXXXXXX
XXXXXXX
XXXXXXX

A total time of xx minutes has been allowed for your interview, structured as follows:

Schedule	Time Allowed In Minutes
1. Consultant's Scheduled Arrival Time and Sign in	10
2. Consultant Interview Set up	5
3. Technical Scenario Questions Review	30
4. Example Task Order Presentation (Technical Evaluation A)	xx
5. Technical Scenario Questions by Selection Committee (Technical Evaluation B)	xx
6. Closing Statement on Technical Scenario Questions (Technical Evaluation B)	2
7. Caltrans Closing Statement	1
8. Consultant Take Down Equipment and Exist	2

Please confirm your attendance and contact me if you have any questions concerning the interview or the **DRAFT SCOPE OF WORK/DELIVERABLES**.

Bring four (4) copies of your **cost proposal** to the interview. Each page of the cost proposal must be marked in the upper right corner with the following: Consultant's name (either prime or subconsultant), Agreement Number, Attachment 2, continuous page numbering (e.g. page 1 of 20, page 2 of 20, etc.) and the date of submittal (same date on every page).

If subconsultants are to be used, separate cost proposal forms must be submitted for each subconsultant in the same format as the prime, with the same submittal date as the prime and continuous page numbering. It is mandatory that you have your firm's return address on the front of the sealed envelope containing the cost proposals, **STD 204-Payee Data Record**, and **Certification of Final Indirect Costs** form (see enclosures).

The following documents are enclosed to assist you in preparing your cost proposal:

1. Draft Scope of Work/Deliverables
2. "Fixed Rates of Compensation" Cost Proposal Format and Instructions (ADM 2033)
3. Payee Data Record (STD 204)
4. Certification of Final Indirect Costs, as required pursuant to 48 CFR, Part 31, and FHWA Order 4470.1A <http://www.fhwa.dot.gov/legregs/directives/orders/44701a.htm>

Caltrans will need a copy of the documentation listed in the enclosed **Documents Required Prior to Cost Negotiation Meeting** five working days prior to the upcoming cost negotiation meeting. The items in the enclosure apply to the top-ranked firm and all subconsultants listed in the cost proposal submitted for Contract No. (fill in).

XXXXXXX
XXXXXXX
XXXXXXX

If you are the top-ranked firm, be prepared to attend the Cost Negotiation meeting on (Day of the Week), (Month, Day, Year) at (Time am/pm), in the Headquarters/District/Conference Room (number) of Caltrans, located at (Street Address, Suite/floor, City), California.

You will be required to provide the following documentation:

- Certificate of Insurance (Your insurance carrier's "Acord" version)
- Contractor Certification Clauses-CCC-307 (CCC's)

The CCC's contain clauses and conditions that may apply to persons doing business with the Department under this agreement. The CCC's are to be kept on file in a central location and must be renewed every three (3) years and updated as changes occur. The CCC's, available on the Internet at <http://www.ols.dgs.ca.gov/Standard+Language>, may be downloaded and printed for your use. Bring a signed copy of the first page of the CCC's to the negotiations. Failure to do so will prohibit the State of California from doing business with your firm.

Sincerely,

Contract Analyst
E-mail Address:

Consultant Enclosures:

Draft Scope of Work/Deliverables
Example Task Order
Consultant Evaluation Form/Final Evaluation – Presentation and Interview (ADM 2028a) and Suggested Scoring System
Payee Data Record (STD 204)
Certification of Final Indirect Costs
"Fixed Rates of Compensation" Cost Proposal Format and Instructions (ADM 2033)
Documents Required Prior to Cost Negotiation Meeting

c: Consultant Selection Committee

Consultant Selection Committee Enclosures:

Draft Scope Of Work/Deliverables
Consultant Evaluation Form/Final Evaluation – Presentation and Interview (ADM 2028a) and Suggested Scoring System
Interview Schedule
A&E Consultant Reference and Verification Check

Kform 54 (11/11/15)